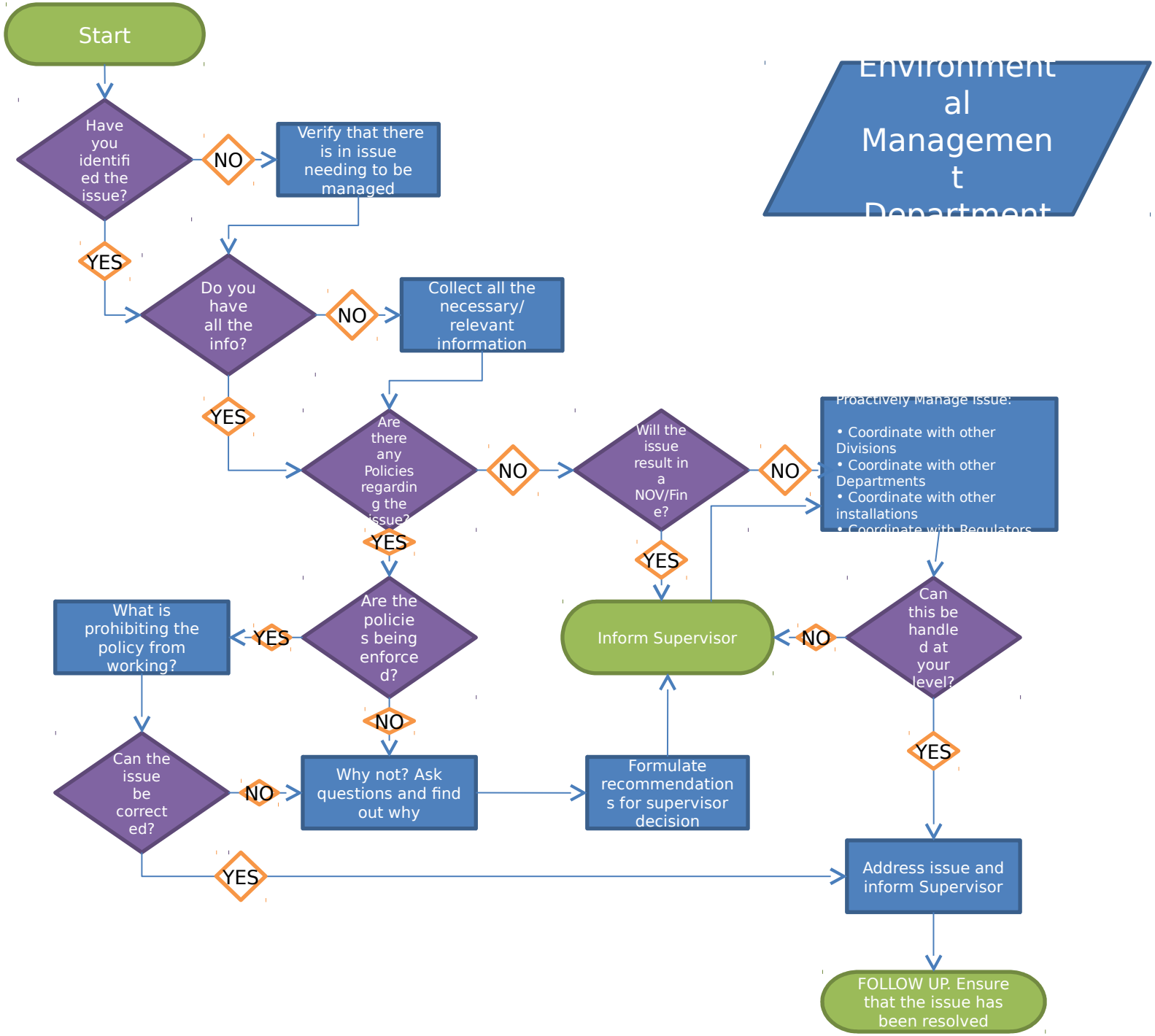
Environmental Management Department
Start
Have you identified the issue?
NO
Verify that there is in issue needing to be managed
YES
Do you have all the info?
NO
Collect all the necessary/ relevant information
YES
Are there any Policies regarding the issue?
NO
Will the issue result in a NOV/Fine?
NO
Proactively Manage Issue:
• Coordinate with other Divisions
• Coordinate with other Departments
• Coordinate with other installations
• Coordinate with Regulators
YES
Inform Supervisor
NO
Can this be handled at your level?
YES
Address issue and inform Supervisor
FOLLOW UP. Ensure that the issue has been resolved
YES
Are the policies being enforced?
NO
What is prohibiting the policy from working?
Can the issue be corrected?
NO
Why not? Ask questions and find out why
Formulate recommendations for supervisor decision
YES